

Safe Streets and Roads for All

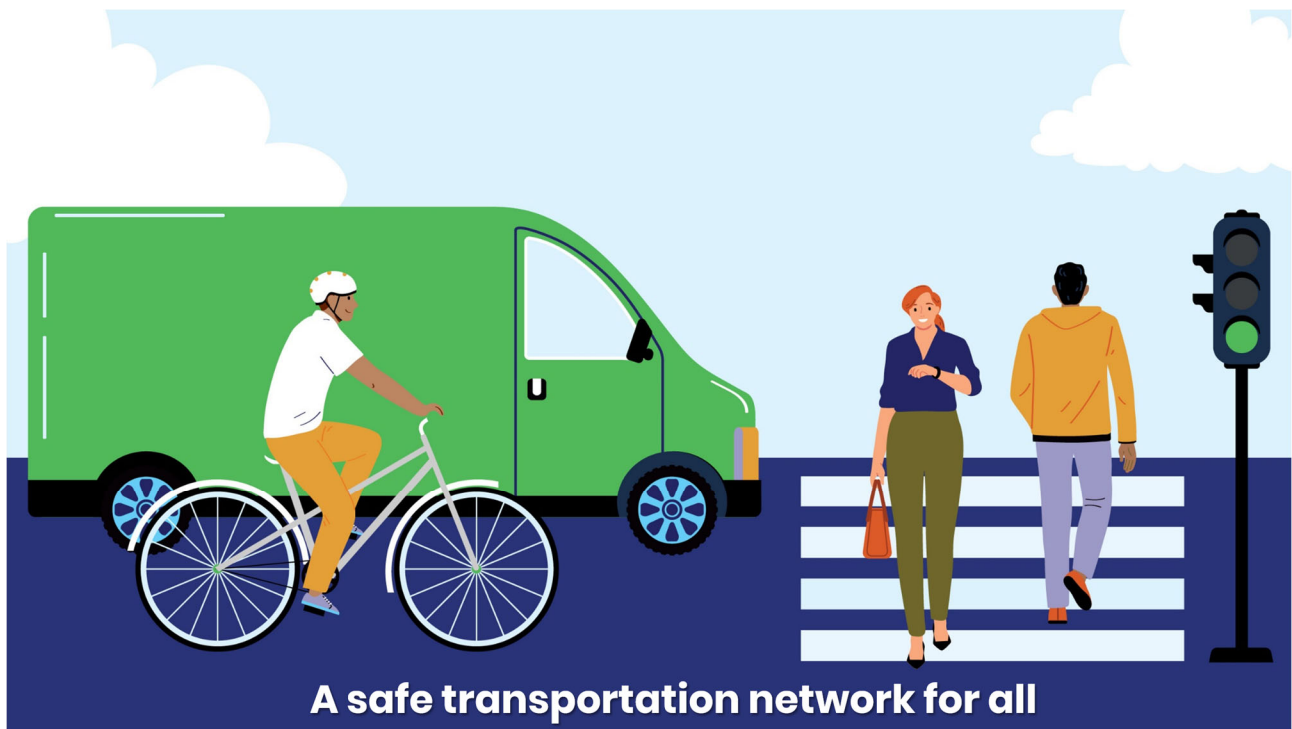


NORTHFIELD
MINNESOTA

City of Northfield, MN Request for Proposals

Issued On: XX/XX/XXXX

Due On: XX/XX/XXXX





I. Background

The City of Northfield is seeking qualified professional planning and engineering teams to develop a Safe Streets and Roads for All Action Plan.

The City of Northfield lies in Rice and Dakota Counties, Minnesota approximately 40 miles south of St. Paul. Northfield is a growing community of approximately 22,000 residents currently. Minnesota Highways 3 and 19 serve as the main arterials for the community.

On June 10th, 2025, the City submitted an application for the Safe Streets for All (SS4A) federal grant program and was successfully awarded \$300,000 in January of 2026. The City will provide a 20% match providing a total project budget of \$375,000. The purpose of the grant is to develop a safety action plan with the aim of reducing and eliminating roadway fatalities and serious injuries in Northfield.

II. Proposals

1. The proposal shall be concise and relevant for communicating the teams approach to the project. The proposal shall include at a minimum:
 - i. A restatement of the goals and objectives of the project to demonstrate the responders view and understanding of the project.
 - ii. A detailed work plan identifying the work tasks to be accomplished within each phase, and the budget hours to be expended on each task.
 - iii. Project team and experience of members proposed to be involved in the project.
 - iv. A proposed schedule of the project.
 - v. Hourly rates for project staff.
 - vi. Acknowledgment of receipt of RFP addenda, if any.
 - vii. Name, title, address, telephone, and email address, of the contact person during the period of evaluation.
2. Proposals shall not be more than 30 pages in length and prepared on 8-1/2" X 11" format. Exhibits may be on 11" X 17" pages and should be included in the total page count. All exhibits should be relevant to the RFP requirements.
3. The City shall not be liable for any pre-contractual expenses incurred by the consultant in preparing its proposal in response to this RFP.

4. Any exceptions or assumptions to the requirements in this RFP must be included in the proposal submitted by the consultant.
5. By submitting a proposal, the consultant represents that they have thoroughly examined and become familiar with the work required under this RFP and that they are capable of performing quality work to achieve the objectives of the City in a timely manner.

III. Scope of Work

Task 1 – Project Management

1. Project Administration – The consultant shall ensure that deliverables are on time and regular communication with the City is provided throughout the project. The consultant shall provide a schedule with tasks and deliverables. The consultant shall comply with the City’s standard Consultant Service Contract and U.S. Department of Transportation General Terms and Conditions under the Fiscal Year 2025 Safe Streets and Roads for All Grant Program.
2. Sub-consultant Coordination – The consultant will be responsible for coordinating with sub-consultants to complete project deliverables.
3. Project Schedule – The consultant shall prepare a project schedule. The schedule shall be updated monthly and provided to the project management team (PMT) at monthly meetings.
4. Project Website – The Consultant shall assist with materials and links to a website for online public input. The City will host a project website with a link to the consultants provided website. The City will maintain an email list for interested parties to receive project updates.
5. Monthly Invoices – The City shall be billed monthly throughout the duration of the project. All invoices shall indicate the percentage of the project

completed and the percentage of the project billed to date for each work task and the total project.

Task 2 – Agency Collaboration

1. PMT Meetings – The Consultant will conduct meetings with the PMT, city staff, and other stakeholders as required. One PMT meeting a month is anticipated for the duration of the project. The Consultant will prepare agendas and distribute minutes to the PMT. In addition, a PMT meeting shall be held two weeks prior to Council/Committee meeting to review meeting material.
2. Council / Committee Meetings – The Consultant shall attend and prepare presentation materials for up to three (3) City Council meetings and three (3) Transportation Advisory Committee meetings as requested by the city.

Task 3 – Leadership Commitment and Goal Setting

The Consultant shall help develop a policy and resolution to an eventual goal of zero roadway fatalities and serious injuries. The policy and resolution will include a goal and timeline for elimination of roadway fatalities and serious injuries being achieved by a set target date or an ambitious percentage reduction in roadway fatalities and serious injuries with an eventual goal of elimination.

Task 4 – Engagement and Collaboration

The City is expecting robust community engagement with the public and relevant stakeholders, including businesses, colleges, and community groups, that allow for community representation and feedback to be incorporated into the Action Plan. Jurisdictions such as Rice and Dakota Counties and the Minnesota Department of Transportation should be included in the process to ensure the Action Plan is aligned with other governmental plans to the extent practical.

1. Public Involvement – The proposal should provide an overall approach to public involvement to facilitate information sharing throughout the project schedule. The approach shall use design solutions that involve all stakeholders to consider a range of goals. Task 4 as described in the RFP should be considered as the minimum level of public engagement required. Consultants are encouraged to include additional public involvement strategies that they feel could be effective for this project.

2. Public Meetings – The Consultant shall conduct four public meeting, they shall be held in each Council Ward to receive input from the public to develop the plan. When the plan is in draft form, two public meetings shall be held to share the plans with the community. These meeting should be open house style with presentations (if needed). The open house materials, including drawings, exhibits, and renderings shall be prepared by the consultant as needed. The consultant shall prepare project meeting mailings, mailing lists, and provide any supplies needed at the meeting. The City will mail the letter provided by the consultant. The City will coordinate the location and reserve rooms for the public meeting.

Task 5 – Safety Analysis

1. The Consultant will conduct an analysis of existing conditions and historical trends that provides a baseline level of crashes involving fatalities and serious injuries across the City. This shall include an analysis of locations where there are crashes and the severity of crashes, as well as contributing factors and crash types by relevant road users (motorists, walkers, bikers, transit users, etc.).
2. The Consultant will conduct an analysis of systemic and specific safety needs as needed (e.g., high-risk road features, specific safety needs of relevant road users, public health approaches, analysis of the built environment, demographics, and structural issues).
3. To the extent practical the analysis should include all roadways within the jurisdiction, without regard for ownership.
4. Based on the preformed analysis, a geospatial identification of higher risk locations shall be developed by the consultant (a high injury network or equivalent).

Task 6 – Policy and Process Changes

The Consultant shall perform an assessment of current policies, plans, guidelines, and standards (e.g., manuals) to identify opportunities to improve how processes prioritize transportation safety. The Action Plan will include recommendations for implementation through the adoption of revised or new policies, guidelines, and/or standards, as appropriate.

Task 7 – Strategy and Project Selections

1. The consultant shall identify a comprehensive set of projects and strategies, shaped by data, the best available evidence, and noteworthy practices, as well as stakeholder input and equity considerations. These strategies and countermeasures will focus on a Safe Systems Approach, effective interventions, and consider multidisciplinary activities. To the extent practical data limitations are identified and mitigated.
2. Once identified, the list of projects and strategies is prioritized in a list that provides time ranges for when the strategies and countermeasures could be deployed (e.g., short-, mid-, and long-term timeframes). The list should include specific projects and strategies, or descriptions of programs, projects, and strategies, and explain prioritization criteria used. The list should contain interventions focused on infrastructure, behavioral, and/or operational safety.
3. Any projects or strategies identified in the list above that are considered to need urgent attention to correct a safety issue should be identified. Further concept development of these priority projects as agreed upon with the City shall exhaust any remaining funds up to the \$375,000 allocated for this project. Further competitive funding opportunities should be identified for the implementation of these projects in a manner that will make application of said grants as seamless as possible.
4. Any projects or strategies that have little to no associated implementation costs should also be differentiated from the rest of the list. These projects should be implemented as soon as possible or according to a suggested implementation timeline. Any strategies with minimal additional cost should be developed completely to be implemented as applicable.

Task 8 – Progress and Transparency

1. The Consultant shall develop a method to measure progress over time after an Action Plan is developed, including outcome data. This is a means to ensure ongoing transparency with residents and other stakeholders. The approach must include, at a minimum, annual public and accessible reporting on progress toward reducing roadway fatalities and serious injuries, and public posting of the Action Plan.

2. After the Action Plan has been accepted the Consultant shall create a final report in the format specified by the FHWA and containing the costs of each eligible project and strategy carried out using the grant, lessons learned and any recommendations relating to future projects or strategies to prevent death and serious injury on roads and streets.

Task 9 – Submission of Work

1. The Consultant shall provide the City with all work in digital format.
2. The Consultant shall prepare 2 bound hard copies of the Action Plan.
3. The Consultant must retain all working files and reports for a minimum of three (3) years, unless notified by the City of the need to extend the retention period. The firm will make files available upon request from the City of Northfield, The Minnesota Department of Transportation, and the Federal Highway Administration.

IV. Evaluation

City Rights: The City may investigate the qualifications of any consultant under consideration, require confirmation of information furnished by the consultant, and require additional evidence of qualifications to perform the work described in this RFP. The City reserves the right to reject any or all proposals if such action is in the public interest, cancel the entire RFP, issue subsequent RFPs, issue addenda to the RFP, appoint the evaluation committee to review proposals, establish a short list of candidates for interview, negotiate with any of the RFP consultants, and reject any subconsultant.

Evaluation Requirements: A review of each proposal by the City will identify the consultant firm that most closely meets the needs of the project. Proposals will be scored by the evaluation committee with the following rubric:

Description	Possible Points
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Qualifications, familiarity, and experience of the firm and the proposed team members	25 Points
Understanding of the opportunities, challenges, and priorities for the City	20 Points
Understanding of the project overall and completeness of the proposal	10 Points
Approach, methodology, services, capacity to complete the work, creativity, problem-solving, and specialized experience necessary for the project	20 Points
Applicable experience	15 Points
Cost of services, hourly costs of personnel, and cost control measures	10 Points
Maximum Total Points Available:	100 Points

V. Goals and Objectives

The project shall provide the City of Northfield with a Safe Streets and Roads for All (SS4A) Action Plan that meets all of the requirements of the Federal Highway Administrations SS4A grant terms and conditions and the grant agreement.

VI. Department Contacts

Prospective responders who may have questions regarding this Request for Proposals may call, email, or write:

Sean Simonson
Engineering Manager
801 Washington Street
Northfield, MN 55057
507-645-3049
Sean.Simonson@northfieldmn.gov

Or

Jacob Ives
Graduate Engineer
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Northfield, MN 55057
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Jacob.Ives@northfieldmn.gov

Proposals shall be submitted no later than 2 PM, CST, on **XX/XX/XXXX**

VII. Contract

Included is attachment X, which is the City of Northfield's standard professional services contract. Respondents are to thoroughly familiarize themselves with the provisions contained therein, including the insurance requirements and will be required to execute this contract prior to presentation of the same to the Northfield City Council.

VIII. Attachments